

LOWELL SCHOOL COMMITTEE
Henry J. Mroz Administration Office
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Lowell, Massachusetts 01852

William J. Samaras
Mayor and Chairperson

Personnel Subcommittee Meeting

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Jackie Doherty
Vice-Chairperson

Wednesday, August 8, 2018
City Hall Council Chambers
6:30 p.m.

Andre P. Descoteaux
Robert J. Hoey Jr.
Dominik Hok Lay
Connie A. Martin
Gerard Nutter

Subcommittee Members Present:	Chairperson Connie Martin, Jackie Doherty and Robert Hoey
School Committee Members Present:	Mayor Bill Samaras, Mr. Descoteaux, Mr. Nutter and Mr. Lay
School Department Personnel Present:	Jeannine M. Durkin, Acting Superintendent Robin Desmond, Assistant Superintendent of Curriculum and Instruction Jim Hall, Legal Counsel

Chairperson Connie Martin called the meeting to order at 6:32 p.m. The Subcommittee update is in response to the following motion:

Motion by School Committee Member Connie Martin, which was approved at the July 31, 2018 School Committee Meeting:

"To have a Personnel Subcommittee meeting to review the current Human Resources position and to look at alternative approaches"

The following agenda item was discussed:

- **Discuss the Posting of and Hiring Process for the Director of Human Resources**

Ms. Martin asked Acting Superintendent Durkin to speak about the information that she provided the Subcommittee. Acting Superintendent informed the Subcommittee that Acting Human Resources, Personnel and Recruitment (H.R) Director Susan Mulligan contacted NESDEC to request names of candidates who would be immediately available to serve as an Interim H.R. Director for the Lowell School Department and explained that this Interim position would need to begin shortly in order for any training/orientation to take place before October 1, 2018. Acting Superintendent Durkin also met with staff from the Human Resources Department to discuss potential staffing plans for the H.R. Department as of October 2, 2018, as well as job responsibilities of the department. Staff also has begun researching job postings for School Human Resource positions and the Acting Superintendent's plan is to review the documents and then draft something that really makes sense for Lowell. The Acting Superintendent as well as staff from the Human Resources Department also met with the President of Human Resources Services, Inc. on Tuesday, August 7, 2018, to develop a plan for a Comprehensive Human Resource Audit. The audit will commence on August 21, 2018 with an introduction to all administrators during Summer Leadership with a survey to gather information and all services will be completed on or before November 15, 2018. Human Resources Services stated that they're very confident they could have the audit completed by the end of October, but the Acting Superintendent wants to afford her team some time to view their findings.

Acting Superintendent Durkin made the following recommendations:

- Interview candidates referred by NESDEC to fill an immediate interim position. A communication to recruit applicants for the Interim Human Resources Director position will be sent in a constant contact email blast to Superintendents and Assistant Superintendents in Massachusetts, New Hampshire, and Rhode Island, as well as Business Managers from all six (6) New England states.
- In lieu of the aforementioned recommendation, consider appointing the Assistant H.R. Director as Acting HR Director and the Executive Secretary as Acting Assistant H.R. Director as well as hiring a clerk on a substitute basis to support H.R. to help fill some aspects of the Executive Secretary's role. Adjust the two (2) salaries to account for the added responsibilities.
- Draft a job description for the new H.R. position for consideration based in part on the findings from the H.R. audit and inclusive of detailed recruiting strategies.

Ms. Doherty asked what has been happening with this process and if anything had been done. Acting Superintendent stated that she wasn't aware if anything had been done. She had asked Ms. Mulligan when she became Acting Superintendent about the status and Ms. Mulligan stated that she would be reaching out to NESDEC. The Acting Superintendent said she will look into this further.

Mr. Hoey stated that he thinks the new appointed Interim Assistant Superintendent for Finance is capable of overseeing this department and thinks that two (2) secretaries would be helpful.

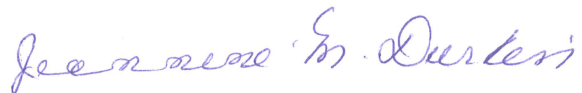
Ms. Martin stated that she understands the Acting Superintendent's thought process and that part of the impetus behind the motion to begin with was to give us some external expertise to really look at our processes as well as look at our compliance with all of the state laws and our policies so we can build this office to do a job it's never been able to do before. She also asked if the district needs to have someone who has a sense of a school background and is hopeful that we may be able to put a posting out in January and have someone in place in March.

Acting Superintendent stated that her goal is to have a posting out in January.

Ms. Martin made a motion to instruct the Acting Superintendent to move forward with her plan to institute the audit and to put the position out for an Interim Human Resources Director and if that doesn't happen then to move forward with Plan B; seconded by Mr. Hoey. 3 yeas APPROVED

Ms. Doherty made a motion to adjourn at 6:51 p.m.; seconded by Mr. Hoey. 3 yeas APPROVED

Respectfully submitted,



Jeannine M. Durkin, Acting
Superintendent and Secretary,
Lowell School Committee

JMD/mes